



CITY OF JANESVILLE

Wisconsin's Park Place

Special Event COVID-19 Mitigation & General Event Safety Plan

Event Name:

Event Location:

Organization Hosting Event:

Email:

Phone #

Event Date(s):

Anticipated Event Attendance:

Contacts for the Event (Include Name, Email, & Cell Numbers)

- 1.
- 2.
- 3.

COVID-19 Mitigation Questions:

1. How does your event plan to enforce the following:

-Social Distancing/Attendee Separation:

-Limiting the # of attendees based on event location

2. What is your plan for cleaning and disinfecting the areas used before, during and after use?

3. What is your plan for hand washing stations at the event?

4. How will you and/or your organization do the following:

-Conduct health screen on staff and/or volunteers, as well as protect staff and volunteers:

-Promote messaging to the event attendees regarding general COVID-19 related safety measures including social distancing, hygiene, discouraging those who are sick from attending, encouraging face masks, etc. Additionally, please describe your safety signage plan.

5. If applicable, What is your plan for handling, serving and selling food and/or drinks?

6. What other safety measures in regards to COVID-19 mitigation do you plan to have in place at your event?

General Event Safety Questions:

7. Are there any requested road closures during your event?

8. Any hazards (fireworks, propane tanks, aerial displays)

9. Are there any on-site medical staff?

10. Are there any on-site security planned or needed? If yes (Who, Contact Info if Available & Are they armed?)

11. Will alcohol be served at your event? Have you applied and received your permit with the Clerk's office?

12. Are there any event safety concerns we should be aware of?

13. How would weather affect your event?

13. What do you believe triggers a postponement or cancellation of the event?

Please provide any additional information below: